

Wigginton Parish Council
The Old School Community Hall, Mill Lane, Wigginton,
York YO32 2PU

Draft Minutes of the Annual Parish Meeting held at 1900 on Tuesday 17.05.16 in the Old School Community Hall, Wigginton.

A16/01 Present

Cllrs Vaughan, (Chair), Denton, Finch, Firth, Fisher, Gates, Jeffery, Runciman and Wreglesworth.

Also Present City of York Councillors I Cuthbertson and T Richardson, Michael Haseltine WSPFA and one (1) member of the public

A16/02 In Attendance

The Clerk,

A16/03 Apologies for absence

Cllr K Spence

A16/04 Confirmation of Minutes of Previous Meeting

Members agreed the minutes of the previous meeting held on 19.05.15.

RESOLVED that the minutes of the last meeting held on 19.05.15 be accepted as a true record.

The Chair signed the minutes.

A16/05 Matters arising from the Minutes of the Previous Meeting.

There were no matters arising

A16/06 Chairman's report

Cllr Peter Vaughan Chairman of the Parish Council presented his annual report:-

2015-16 saw yet another busy year, a year during which we said goodbye to Councillor Ian Douglas who left to settle in Ireland. The vacancy that this created allowed us to welcome Councillor Sandra Finch who I am sure will make a useful contribution to our village activities.

A considerable number of meetings have been held during the past 12 months and I would like to thank our representative members for their time and attendance. In addition to our own meetings we have seen the creation of The Haxby and Wigginton Neighbourhood Plan Steering Group Committee. This committee will be most active over the next 18 months to 2 years working on the plan for our joint council areas. The parish office continues to be regularly manned and is well visited not only by councillors but also members of the public.

We have continued to support local organisations and activity groups in the Parish having awarded a total of £ 11684.00 to 9 groups. We encourage all

groups active in the village to apply for support and will be doing so again in the following weeks.

Additionally we have supported families through our Poor and Towns Land Charity, although it does appear that residents are reluctant to come forward with requests for support.

We have been fortunate to see continued improvements at Churchfield Open Space due to its committee's very active fund raising and of course we will continue to support them along with other groups during 2016-17.

Sadly we, like many areas throughout the country, suffered the effects of the autumn, winter and spring deluges. This resulted in the Parish Council arranging for serious flood prevention work at the rear of properties on Mill Lane/ Wigginton Sports and Playing Fields Association car park. We are also about to start work with improved drainage on the Mill Lane allotments.

We have been and continue to work closely with our solicitors to ensure that the Parish Council properties and land are correctly identified and registered. This is a lengthy but extremely necessary duty.

We have been fortunate to receive increase income into the parish from Double Taxation and Section 106 receipts. This will enhance our ability to held and fund groups and activities and to generally improve the environment and appearance throughout the village.

The Parish Council takes its financial responsibilities very seriously and during the coming year we will be investing reserves with local financial institutions.

Our continued support of Citizens Advice Bureau means that residents are offered the opportunity to seek and receive the very best of advice from a truly worthwhile organisation who hold sessions twice a month based in the Parish Council office.

We are as always grateful to the City of York Council Officers for their support and advice and to the staff of Yorkshire Local Councils Association and Yorkshire Internal Audit Services.

I would like to thank my council colleagues for their commitment and support and look forward to another successful year working together.

A16/07 Report of Neighbourhood Policing Team

No report was received

A16/08 Reports from Parish Council Representative Outside Bodies

a) Wigginton Sports and Playing Fields Association

Michael Haseltine presented the annual report:-

This is necessarily a brief report, as although the accounts have been audited, they have not yet been presented at the Association's AGM, which is due to take place on 24th May.

For that reason, it would be improper to present them in detail at this meeting. Suffice it to say that the Association remains solvent, and has an adequate credit balance carried forward to the current financial year. Expenditure was marginally higher than income, solely because an unexpected opportunity arose, late in the year, to have the oldest area of the car park resurfaced.

The five Clubs affiliated to the Association continued successfully, with total adult and junior membership at 595 in 2015 showing a net increase of 34 on the 2014 figures. In terms of popularity, Football tops the list at

250 members, up 44 on 2014, Squash at 149 is up 12, though Tennis at 110 dropped by 24. Bowls with 56 members is down by 6, and although Petanque is the smallest club, their total of 30 members shows an increase of 8. These figures of course reflect only a small proportion of the people who enjoy our facilities, for every one of the five clubs entertains many visiting players from all over the county, and occasionally from elsewhere.

In particular, the Association appreciates the continued support given by the Parish Council to our aims and activities.

b) The Old School Charity

The Chairman presented the Old School annual report:-

The year 2015-2016 has been another very successful one both for bookings and with our continuous maintenance improvements programme.

We have successfully attracted new groups including Slimming World, City of York Adult training bike maintenance, Romantic Writers Guild, 1940's recreation dance group and ParlezVousFrancais French teaching class and hopefully we will be introducing a Pilates group later in the year. Perhaps the most significant single booking we took was from Jorfor Hall Viking Re-Enactment group who stayed for 2 days and nights during the City of YorksYorkvik Festival. This booking actually enhanced the local economy by nearly £ 1000.00 and was supported by The Wigginton Village Store and Glenn Coaches.

Sadly though we have said goodbye to Jorvik Traders, square dancing group following the death of Norman Mitchell who was a great supporter of the Old School, to En-Pointe who now have their own dance studio and The National Child Birth trust

Our maintenance programme continued at a pace. We installed and commissioned a full fire alarm system incorporating smoke detectors and call points, a new double glazed Upvc kitchen exit door, renewed the emergency lighting system and continued with our electrical upgrade. A new carpet was fitted to the John Jeffery Room and for the first time the building has a full Fire Risk Assessment.

Our income was again supported by the Haxby & Wigginton Ward Committee and the Parish Council both of whom we thank sincerely for their support. The income from hire fees was a new record amount. For 2016-17 we will be completing the roof repairs with the chimney work and our plan is to install hand dryers in the toilets, a baby nappy changing table in the accessible toilet, install a new electrical distribution board and change a number of fluorescent lights for led types as part of our energy efficiency drive, to carry out improvements to our outside building store room and to paint the outside of the building in accordance with our lease. We will also be installing an armoured cable electrical supply for the Christmas tree lighting. We will continue with our kitchen updating programme, although this will be dependent on funding. And finally we will be undertaking an asbestos survey as part of our management responsibilities for the building.

In 2010-11 we inherited a loss making situation and have since worked tirelessly to establish the Old School as a very successful village facility and asset.

I think it is fair to say we have well and truly got the Old School back on the rails of success and being well managed.

c) The Poor and Towns Land Charity

Cllr Vaughan presented the Charities annual report:-

During the year 2015-2016 we received one application for help and assistance both as a result of Wigginton Primary School advising parents of the charity.

The request was successful and I must express my thanks the Pat Boyle for directing those in need of help to us.

The income remains static with the rent received from Wigginton Sports & Playing Fields association, although this year it increase slightly due to the rent increase applied at the beginning of the year in line with the lease agreement. That though is fixed for many years to come.

It is my hope that with wider circulation of the Charities objectives that we can come to the assistance of more individuals or families in Wigginton, perhaps we should all be more proactive in spreading the word. If you have any ideas let us know.

At the year end its funds stand at £ 3009.00

d) Haxby and Wigginton Youth & Community Association

The Clerk presented the Haxby & Wigginton Youth & Community Annual report prepared by M Crosby:-

The entire team at the Haxby and Wigginton Youth and Community Association (charity no. 1105675) would like to extend a thank you for your support over the previous 12 months. Our team of staff, youth workers, volunteers and trustees is dedicated to serving our community but without the funding and support provided by the Parish and Town Councils in the settlement, this would be impossible.

We have drafted this report to give you a better understanding of our current work. We hope as time goes on we can improve our feedback and reporting and would appreciate any feedback you can give us to do that. As members of the community ourselves we welcome an expectation of greater transparency from those you fund and hope to make it as easy as possible for you to see how we use residents' money.

Best wishes,

Martin Crosby

Chair, Haxby and Wigginton Youth and Community Association

Charity Finances

To ensure that the charity has a sustainable future, real effort has been made to increase our income. This has meant a focus on room hire and grant funding. Facilities Hire has been up over £7K on budget due to better administration and customer support of bookings. We have kept expenditure low: £2.9K better than budget. Our budget position is strong; however the end of year figure of £13.6K better than budget is not at all representative of our financial position as we received grants in the last financial year ring-fenced for spending in the next financial

year. Charity fundraising is very much a process of “running to stand still”. We hope members of the community will consider attending our AGM in August where we will be fully reporting back on our financial position.

Youth Work

This year has seen the development of our new Community Ties project. This City of York Council accredited project consolidates our existing youth provision into one themed piece of work which operates as a drama club over the weekends (Take a Bow), a Youth Club on Wednesdays, a Drop-In session for disconnected young people on Fridays and an outreach and engagement project for young people who don't attend the centre. The function of this work is to boost community cohesion and improve the lives of young people. Part of this is connecting young people and older people (forming 'community ties'). Successful instances of this have been achieved recently with under-elevens working with Hanover Court and an intergenerational women's self-defence classes.

This provision is funded till March next year and work has begun on finding additional funding opportunities to continue this work. The money the Parish Council has previously given has made this sort of longer term planning possible. Youth Work is key to the charity's aims and we are keen to work with the Parish Council to find ways to report back on the funding you give us and to work effectively with the councils.

Adult Social Exclusion Work

The next step in our development is to look at our provision for adults who face social exclusion. Primarily in Wigginton and Haxby this means the elderly population. We have well-established regular projects the Pop Inn and Silver Surfers which we would seek to build on whilst we undertake the same process for adult social exclusion as we have done for youth work. The process is: to consult, fund a pilot, assess success, fund a roll out, report and evaluate. We are in the consultation phase of looking at this work and would be keen to hear the views of the Parish Council as to how we best reduce exclusion and loneliness in the community.

e) Haxby and Wigginton Cemetery Committee

The Clerk presented the Cemetery Committee annual report received from Cllr D Rice Chairman:-

The Cemetery Committee is made up of four councillors, each from Haxby Town Council and Wigginton Parish Council.

The Clerk to Haxby Town Council, Mark Scott, is the Responsible Financial Officer to the Cemetery Committee and Jenny Bell acts as Deputy, both of whom can be contacted at the Office in the Memorial Hall.

Business in the Cemetery was up on the previous year.

With 48 Exclusive Rights of Burial compared with 31 last year,

48 Interments compared with 31 last year.

Reserved Graves however saw an increase from 21 to 27.

This upturn in business resulted in an increase in the budgeted income of £19,430.90 to an actual of £28,329.29.

The expenditure was budgeted at £11,754.97 with an actual of £10,369.65.

A buy back scheme that was introduced to purchase back graves no longer required for any reason last year resulted in 5 buy backs.

The original purchase price less £25.00 for administration is paid and frees up spaces in the cemetery that would otherwise be not used.

Plot 25 is the current plot for full burials and the new plot 30 is the current plot for cremated remains.

Charges from the 1st April 2016 are now as follows:-

Purchase of Burial Grave Space - £380

Interment in Burial Grave Space - £240

Purchase of Cremated Remains Grave Space - £260

Interment in Cremated Remains Grave Space - £120

Headstones applications - £120

f) Churchfields Open Spaces Committee

Cllr Denton presented the Committees annual report:-

The Open Space Committee has continued to improve and rejuvenate Churchfield throughout the last 12 Months. In the children's play area the required funding was achieved enabling phases 2/3 of the Play For All project (Dragon Swing & Forest Climber) to be installed. Our contractor also further adapted the Tower System, installed the previous year, to make it an even more inclusive piece of equipment. We now have a playground that that our residents can and do enjoy. We have seen much greater usage particularly by family groups. Fund raising has continued with various grants obtained and a great deal of local fund raising has taken place. We were successful in coming 1st in the Tesco `Bags of Help` instore vote, this will bring in £12,000 into our coffers for the Fitness For All project that is to be completed later this year. In recognition of our communities achievement's in the transformation of Churchfield Open Space, we were successful in achieving the Duke of York Community Initiative award and it was recently presented to us by HRH Prince Andrew.

The dog walk field continues to be a very popular facility with dog owners coming from far and wide to use it. The field suffered severe waterlogging in December due to the unprecedented rainfall we all experienced. Further drainage work was commissioned to help alleviate the problem.

The committee will continue to maintain Churchfield to the highest standards possible so that our community have a recreation area to be proud of.

I would like to take this opportunity to thank Wigginton Parish Council for the support they give to COSC with the annual grant and also for all the valuable help and advice particularly from Peter and David.

g) Citizens Advice York

The Clerk presented the Citizens Advice York annual report received from Mrs C Fisher:-

Citizens Advice York run a three hour general advice session at the Old School twice a month on the 1st and 3rd Wednesday, where residents can drop in without the need to make an appointment. I am pleased to report that there has been an increase in the number of clients seen at the outreach from 43 last year to 54 in the same period this year. We did see a drop in numbers for a few sessions when the premises were initially being used at the same time for another organisation and the car park was overflowing. I believe this deterred callers from attending the advice session, believing it to be horrendously busy or that it was just too 'public' with the number of people using The Old School at that time. For some callers it takes a lot of courage to admit they need help and the outreach does allow a certain amount of anonymity with its usually quiet location. That said the number of callers attending the other group has decreased considerably and I am happy to say it is no longer an issue. I certainly appreciate that every booking is a valuable source of income for the Old School, but also want to ensure that we are also representing good value for money for the parish council by seeing as many residents as possible.

This year we identified £23,950.00 of previously unclaimed benefits and assisted clients to claim these. We have also seen a high percentage of benefit appeals as Disability Living Allowance continues its changeover to Personal Independence Payments with the claimant having to make a new claim which often results in a refusal. The procedure to appeal is very specific and with strict time limits so it is vital clients can come for advice and assistance as soon as possible. Also, clients that are often signed as unfit to work by their doctors are found fit to work by the Jobcentre Plus on a claim for Employment Support Allowance. There are complex and at times confusing ways to deal with this and to try to secure some benefit income during the appeal process, which can take up to a year for both benefits. Without the independent advice and support we offer it can seem an impossible task to someone not used to the benefits system.

We also assisted clients to deal with debts totalling £39,540.00 which was a welcome decrease from last year. In addition we guided one resident through the court procedure to recover a debt of £15,000 that had been owed to them for some time.

This year has seen major changes to the way pensions can be taken and we have seen quite a few callers on this matter. Sometimes it can just be a matter of reading through letters/policies with a client so that they are aware of all the options open to them. We do not however advise on any aspect of investment or financial planning and always advise clients to seek advice from a reputable independent financial adviser or to use the government's Pensionwise Service.

As well as the above there are many other kinds of enquiries we see from family and personal to employment, consumer, legal, housing, immigration and nationality. We are able to help every caller, sometimes it may be a simple matter or it may take several hours of

research and work and a client may have to be referred for specialist advice. Whichever it is, every client can be assured of receiving the same confidential, non judgemental advice, explaining their rights, options and obligation to enable them to make the choice that is right for them. By continuing to fund this advice service, Wigginton Parish Council is providing a valuable resource for its residents and I would once again like to thank you on behalf of Citizens Advice York for your support.

RESOLVED that the reports be noted.

A16/09 Date of the next Annual Parish meeting

The date of the next annual parish meeting is to be confirmed at a later date.

NB: These minutes are unconfirmed and subject to confirmation at the next Annual Parish Meeting.